

Neighborhood Assistance Tax Credit Program for Education Contribution Notification Form

Donor Name: _____

SSN/Tax ID: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Donation made to: _____

Individual Donor	Business Donor
Value of Donation: _____ <i>minimum donation \$500.00</i>	Contact Name: _____
Type of Donation: <input type="checkbox"/> cash <input type="checkbox"/> marketable securities	Type of Business: _____ <i>Corporation, Sub-S, Partnership, LLP, LLC, PLC, PC, Sole Proprietor</i>
Date of Donation: _____	Business Code: _____ (see below)
	Value of Donation: _____ <i>minimum donation \$1000.00</i>
	Type of Donation: _____ <i>cash, stock, merchandise, real estate, rent/leased facility</i>
	Date of Donation: _____
	Business Codes: 1-insurance; 2-bank; 3-law firm; 4-physician/dentist; 5-construction; 6-grocery store; 7-utility; 8-accountant; 9-clinican; 10-furniture sales; 11-hardware store; 12-designer/artist; 13-rental property; 14-clothing/fabric; 15-machinery/equipment; 16-architect; 17-farmer; 18-car dealer; 19-truck hauler; 20-pharmacy; 21-other

Certification by Donor:

I certify that the value of the donation was determined in accordance with IRS standards or the exceptions listed in the instructions. I also certify that the above information is accurate and describes a donation made to the approved non-profit organization named above. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Department of Taxation and/or the Virginia Board of Education.

Date

Signature

Donor/authorized representative of donor must sign, date, and return this form to the non-profit organization to which the donation was made.

Certification by Approved NAP Organization:

I certify that the above described donation has been received by this organization and appropriate documentation will be maintained. I understand that if I falsify information, I may be subject to penalties described by the Virginia Department of Taxation and/or the Virginia Board of Education.

Date

Printed Name

Signature

An authorized representative of the NAP organization must sign and date this form and submit it, with appropriate documentation of the donation, to the Virginia Department of Education, Division of Special Education and Student Services, P.O. Box 2120, Richmond, VA 23218-2120, Attention: Neighborhood Assistance Tax Credit Program for Education. A tax credit certificate will be issued by the Virginia Department of Education upon receipt of completed form and appropriate documentation.

***Instructions for Completion of Contribution Notification Form
Neighborhood Assistance Tax Credit Program for Education***

Donations must be made directly to the approved NAP organization with no strings attached and without any conditions or expectation of monetary or other benefits from the NAP organization.

Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax-related questions occur, donors are encouraged to seek advice from a tax accountant or other tax advisor.

Tax credits are equal to 40% of the donation's value.

The name of donor (individual name or business name) must match the social security number/tax id number for that name on file with the Virginia Department of Taxation.

Date of donation: enter the actual date the donation was given to the organization.

- For donations given over a period of time, give the date of the final donation.
- For merchandise sold, auctioned, or raffled, the date the proceeds are received is the date of the donation.

Value of donation: amount listed should be the same as used for federal tax purposes.

- For checks, stock, merchandise, and real estate to be used by the NAP organization, the value of the donation is determined using IRS standards.
- Exception to IRS standards:
 - The value of merchandise donated to be sold, auctioned, or raffled is the lesser of the actual book cost of the item or the proceeds received by the NAP organization.
 - For rent/lease of facility, the value assigned cannot exceed the prevailing square footage rental charge for comparable property and must be agreed upon to by the donor and the NAP organization prior to the lease being signed. The NAP organization is responsible for obtaining documentation verifying reasonable costs for comparable property.